

PUBLICATION CLEARANCE REQUEST

INSTRUCTIONS

Complete this form before work has begun on proposed project. Any additional explanation needed to help reviewers in determining the need for the project not fitting form spaces should be typed on a separate sheet with three copies attached to this form. Submit CD-27 first to unit publication and public affairs offices for approval, then to the Department Office of Public Affairs. Periodicals, after Department approval of this form, must also be cleared by OMB through Publications Service. The approved CD-27 assigned number must be included in the appropriate

box of the CD-10 printing requisition before production can begin. Consult DAO 219-4, June 18, 1982, for further assistance.

NOTE: If the Office of Public Affairs requires submission of the final copy and CD-10 for review, this must be done prior to submitting final copy and CD-10 to Publications Service.

WARNING: Contracting must be done in conformance with Government and Department procurement regulations.

3. REQUESTOR (Unit, bureau and/or office)

4. PROJECT DIRECTOR (Name, title, location, telephone)

5. TITLE OF PUBLICATION

6. DESCRIPTION AND JUSTIFICATION (Purpose, how the publication will benefit user, how it will add to existing area of knowledge, importance to unit mission and policy.)

7. SPECIFICATIONS

Ink color: Number _____ Cover only ☐ Cover and text ☐

If more than one color, when approved by Publications Service? _____

Graphics: Cover only ☐ Cover and text ☐ Photos: Number (est.) _____ Pages: Number _____

8. Audience

9. NUMBER OF COPIES Sales _____ Sold through GPO ☐ NTIS ☐ other ☐ (specify) _____

Free _____ (If free, justify benefits to taxpayer of distribution.) _____

10. SALES PROMOTION

No _____ (If no, why not?)

Yes _____ (How?)

☐ Require assistance with promotion plans

11. ESTIMATED COST

a. Editorial, copy preparation, research \$ _____

b. Printing, composition, graphics \$ _____

12. APPROPRIATION NUMBER

13. PROPOSED DATE FOR SUBMISSION
OF COMPLETED COPY FOR PRINTING

14. APPROVALS: I certify this publication is essential to unit mission, all reasonable cost-reduction measures will be followed, alternate methods of communicating the message have been investigated and the proposed publication does not duplicate existing literature.

| | Signature | Date | Address | Telephone |
|--|-----------|------|---------|-----------|
| Project Chief | | | | |
| Unit Publications Clearance Officer | | | | |
| Unit Office of Public Affairs | | | | |

| 15. FINAL APPROVALS | Signature | Date | Assigned No. |
|---------------------|-----------|------|--------------|
| | Signature | Date | |

Office of Public Affairs O/S
☐ Cleared
☐ Copy and CD-10 to be submitted to OPA prior to submitting to PS
☐ Disapproved

Publications Service
☐ Cleared
☐ Disapproved